

## **STAFF ATTORNEY**

### **DEFINITION**

Under direction, provides legal services to persons not represented by counsel; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification reports to the Supervising Attorney and supports the court process by providing legal assistance to persons representing themselves in small claims, unlawful detainer, guardianship and family law matters, and other legal matters. The Staff Attorney class works in court-wide self-help assistance programs.

### **ESSENTIAL FUNCTIONS**

1. Assists self-represented persons in analyzing and assessing their needs and determining the appropriate course of action; provides assistance to self-represented persons with the completion of court documents and meeting procedural requirements.
2. Provides referrals to other court-based services, lawyer referral service, legal service providers and other community agencies.
3. Develops and provides educational materials to customers concerning the law and procedures.
4. Develops and facilitates educational programs and community workshops.
5. Confers with other legal service providers to determine how to best provide services to self-represented persons.
6. Drafts stipulations; prepares orders and judgments.
7. Assists the program supervisor in the daily operations of the office, including directing and training volunteers, interns and other staff.
8. Assists in reviewing, analyzing, and implementing legislation, statutory mandates, rules of court and applicable regulations relating to the provision of

assistance to self-represented persons; prepares support schedules based upon statutory guidelines.

9. Conducts research to enable the court to be responsive to the self-represented persons' needs.

10. Prepares correspondence and reports.

11. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Graduation from an accredited college or university with a Juris Doctor (J.D.) degree, active membership in good standing in the State Bar of California, and four years of post-bar membership in the practice of law. Experience providing legal services to underserved communities is highly desirable.

#### ***Knowledge of***

California judicial system and local court operations and procedures; case types and legal problems amenable to self-help assistance; legal process and related forms; problem-solving and conflict resolution methods and techniques; principles and techniques of preparing effective oral presentations and written reports; principles of interviewing and interpersonal communication.

#### ***Ability to***

Analyze problems and legal issues and identify solutions; apply legal principles to case facts and make decisions; maintain confidentiality and exercise discretion and sound judgment; operate office equipment and personal computers and use specified computer applications, including word processing software; organize work, set priorities and meet established guidelines; work as part of a team and collaboratively with judges, trial court staff and external agencies; coordinate work with others; communicate effectively orally and in writing.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff.

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. --/06

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